

## WAYLAND UNION SCHOOLS KEY & ACCESS CARD POLICY

To ensure the security of WUS facilities and activities, a card reader access entry system has been installed at all school buildings. An access control card is a magnetic card that works with an electronic or electromechanical device to access a building. Access to specific doors by individuals is limited and has been pre-determined based on your position. The system provides entry access to the building only. Key access cards and keys issued to faculty and staff is for official use in WUS buildings and remains the property of WUS.

In order to receive a key, a key request form must be filled out and signed by an administrator for approval. The request then needs to be sent to Julie Mulder for coaching/seasonal staff or Kelle Tobolic for all other staff. Your request must be sent a minimum of 3 days before your key will be ready. Do NOT come to the office with your request expecting to leave with your key.

Key access cards and keys are issued by Kelle Tobolic and must be returned to Kelle Tobolic upon termination or transfer. **Keys CANNOT be traded or swapped by anyone. Keys turned into Administration or building office staff MUST be returned to Kelle Tobolic with the name of the person that turned them in.**

Seasonal sport keys are issued by Julie Mulder and must be returned to Julie Mulder at the conclusion of that season. **Keys CANNOT be traded or swapped by anyone. Keys turned into Administration or building office staff MUST be returned to Julie Mulder with the name of the person that turned them in.**

Lost key access cards must be immediately reported to Kelle Tobolic so the card can be deactivated from the card reader system.

**The integrity of the security system is severely compromised when exterior doors are propped open. It is absolutely imperative that no staff or student props a door open for any reason. Alarm systems are attached to each door which will alert the administration when a door has been left propped open.**